510-121-7355-A

PREPARE A SINGLE-PAGE, SINGLE-ADDRESS MILITARY LETTER

TEC Lesson 510-121-7355-A

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FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK.

REVISED MAY 1985

READEX best copy available

READ THE STUDENT/SUPERVISOR IN-
STRUCTIONS CAREFULLY. BE SURE
YOU UNDERSTAND THEM COMPLETELY
BEFORE BEGINNING THE LESSON.
PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

STUDENT/SUPERVISOR INSTRUCTIONS

TYPE OF LESSON

- Administration

AUDIENCE

- MOS 71C, 71D, 71E, 71L, 71M, 75B, 75C, 75D, and 75E.
- Skill level 1/2

TRAINING OBJECTIVE

Soldiers completing this lesson should be able to:

- properly format information into a single-page, single-address military letter making sure all elements are present and positioned properly.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pencil and lined paper
- AR 310-50, Authorized Abbreviations and Brevity Codes
- AR 340-15, Preparing and Managing Correspondence
- Dictionary
- Typewriter, typing paper and correction fluid (if they are available)

TIME REQUIRED

- Individual: 1 hour
- Group: 1 hour

REFERENCE

- FM 71L1/2 (Task 121-004-1202)

STUDENT/SUPERVISOR INSTRUCTIONS

STUDENT INSTRUCTIONS

- Prerequisites: Before taking this lesson, you should have successfully completed TEC lesson 510-121-7362-A.
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.
- Make sure you have the material, equipment, and personnel required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisites listed in the Student Instructions.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must answer 17 of the 20 test items correctly.
- Make sure students have the materials and equipment required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 510-121-7355-A

Revised May 1985

PREPARE A SINGLE-PAGE, SINGLE-ADDRESS MILITARY LETTER

This test consists of 1 situation that covers every training objective of the lesson. This situation has a total value of 20 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on pages 37 and 38. If you do not score at least 17 points, you must take the lesson--or take it again if you have already taken it. Write your responses on a separate sheet of paper. Do not write in this book.

Using the information below, prepare a single-page, single-address military letter in the correct format.

ORIGIN: Department of the Army, Headquarters, 54th Infantry Division (Mechanized), Fort Atterbury, Indiana 46124-9000

OFFICE SYMBOL: AJJCG

CURRENT DATE: January 31, 1994

SUSPENSE DATE: February 10, 1994

SUBJECT: request for signature

ADDRESSEE: Commander, 62d Medical Group, Fort Lewis, WA 98433-5000

AUTHORITY LINE: for the commander

SIGNED BY: MAJ C. F. Mitten, AG, Deputy AG

ENCLOSURES: Enclosure

The body of the letter is as follows:

1. Request the signature of SP4 Rex H. Durbin, 414-44-3369, on the attached Statement of Charges. 2. The property listed on the Statement of Charges was lost by SP4 Durbin while he was assigned to the 54th Signal Battalion. 3. In the event that SP4 Durbin does not sign the Statement of Charges, notify this headquarters and a Report of Survey will be initiated.

(Page 4 is intentionally left blank.)

INTRODUCTION

The type of correspondence you will be working with in this lesson is called the MILITARY LETTER. This is the Army's version of a business letter, and it is used when you want to write to other military organizations outside your own headquarters. Your responsibility will be to take a draft and prepare it in a readable and properly organized final copy for signature.

Margins reflected in this lesson have been "brought-in" due to reproduction requirements of the lesson. A wavy line across or down the page means you are seeing just a part of that page or letter so as to fit the material on that page. The numbers shown next to the figures reflect the number of carriage returns to be made when you are typing. Do not include them in a final product.

The letters you will be preparing have the same parts as the one on page 7. Like any other letter, the "Military" letter has three parts:

1. HEADING
2. BODY
3. CLOSING

Throughout this lesson, you will learn how to prepare each of these three sections. By the time you finish, you will be able to put together a complete military letter.

The preferred standard type style is 10 pitch pica. If your unit does not have a machine capable of this, any available machine with a standard type style. Do not use a script element (looks like handwriting).

TEC LESSON

PARTS OF THE MILITARY LETTER

Listed below are the names and brief descriptions of the parts of a military letter.

Each part is numbered and corresponds with the numbered part of the letter shown on the next page.

(1) Letterhead - Identifies the originator and his mailing address. It usually consists of three parts: branch of service, unit designation, and geographic location.

(2) Suspense date - Is used when a reply is required by a certain date.

(3) Current date - Is written in military style and represents the date the letter is signed.

(4) Office symbol - Is a code which identifies the office in which the letter was prepared.

(5) Subject - Is a brief description of what the letter is about.

(6) Addressee - Is the party who will receive the letter. The party's address usually consists of three parts: title of addressee (commander or head of unit), organization or unit, and geographic location.

(7) Body - Is the content of the letter. This is the message that is being communicated to the addressee.

(8) Authority line - Is used when someone other than the commander of an organization or unit signs the letter.

(9) Signature block - Contains the letter signer's name, grade, branch of service, and title.

(10) Enclosure listing - Identifies document(s) accompanying the letter.

(11) Information copy listing - Shows other parties who were furnished a copy of the letter with and/or without enclosures.

TEC LESSON

DEPARTMENT OF THE ARMY (1)
Headquarters, U.S. Army Soldier Support Center
Fort Benjamin Harrison, Indiana 46216-5000

S: 5 April 1994 (2)

ATSG-TE-R (4) 5 March 1994 (3)

SUBJECT: Application for Army Correspondence Course (5)

Commander
Headquarters, 54th Infantry Division (Mech) (6)
Fort Atterbury, IN 46124-9000

1. Instructions for applying for the Automatic Data Processing System Analyst Course are attached.

2. Further inquiries concerning this course should be addressed to this headquarters, ATTN: ATSG-AB. (7)

3. Since materials for this course are limited, application for this course must be received by the suspense date shown above.

FOR THE COMMANDER: (8)

Encl (10)

JACK T. JONES
1LT, AG (9)
Deputy Adjutant General

CF (w/encl): (11)
Dir, T&E

TEC LESSON

HEADING

The heading is the top part of the military letter. It tells anyone reading the letter where it came from, when it was mailed, and what office wrote it.

The first part of the heading is called the Letterhead. The letterhead is the address of the command preparing the military letter.

Here is how you place the LETTERHEAD on a piece of paper.

How far down the page --start on the fifth line from the top	Where on the page --each line of the letterhead is centered on the middle of the page.

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000

Note:

1. The first line of the letterhead, DEPARTMENT OF THE ARMY, is typed in all capital letters. This is always the first line of the letterhead.

2. The second line of the letterhead contains the title of the command sending the letter.

3. The third line describes where the command is located.

Be sure you place the parts of the LETTERHEAD in the right order, CENTERED on the page, and that you check CAPITALIZATION and SPELLING.

Open your copy of AR 340-15 and turn to the figures in Chapter 2. These figures show you several examples of a military letter.

Note:

1. These letters have a letterhead.

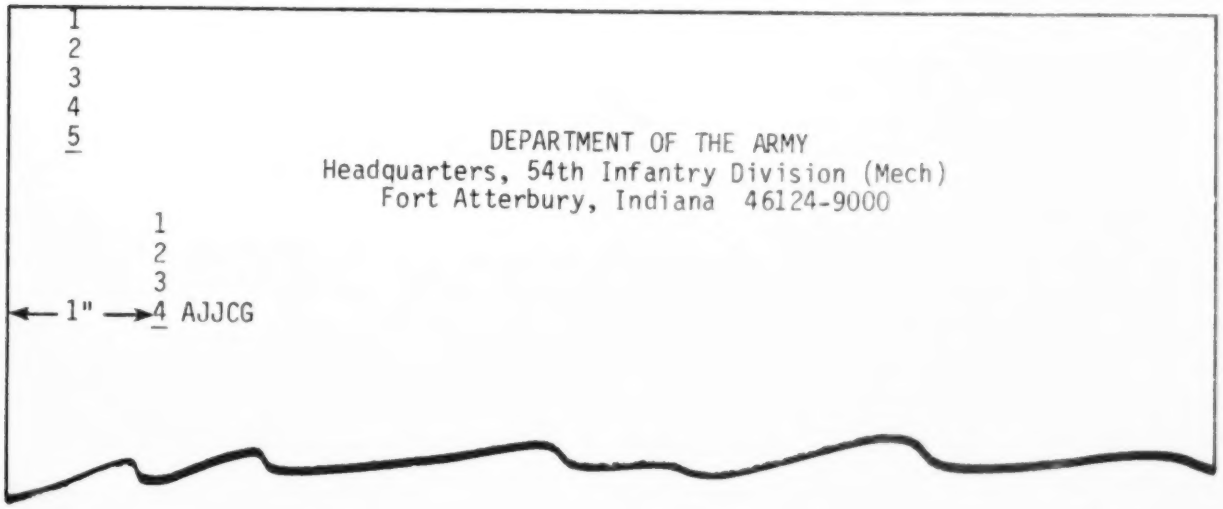
2. These letterheads start with DEPARTMENT OF THE ARMY, whether preprinted or typed in. (See Appendix B for examples of preprinted letterheads.).

3. The letterheads are in the center of the page.

Remember, AR 340-15 is where you find examples of what a completed military letter should look like.

The next part of the heading is the OFFICE SYMBOL. It identifies which office the letter is coming from. You do not have to be concerned with making up office symbol codes. Your job is to make sure that the office symbol given to you to is placed in the right position on the page.

How far down the page	Where on the page
--on the fourth line below the last line of the letterhead.	--starting on the left margin (one inch from the edge). All capital letters.



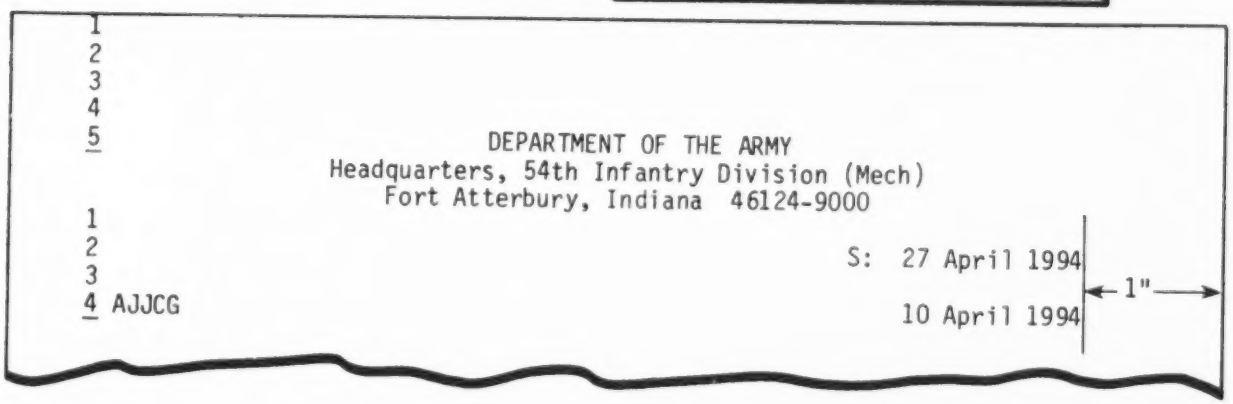
TEC LESSON

As with any other letter you might write, the military letter is dated. There are two types of dates you should know.

1. The SUSPENSE date--This is not used on every military letter--only when the writer needs a reply to his letter by a certain date.

2. The date the military letter is to be signed--referred to as simply "the date."

How far down the page	Where on the page
--suspense date - 2 lines below the last line of the letterhead. --the date - four lines below the last line of the letterhead.	--suspense date - Placed so it ends at the right margin (one inch from the right edge of the page). --the date - Also placed so it ends at the right margin.



The day must be written first, followed by the month and year. To abbreviate a month, enter ONLY the first 3 letters of the month (example: Jan, Sep, Dec). If you DO abbreviate the month, you MUST abbreviate the year (example: Jan 94, NOT Jan 1994. If you DO spell out the month, you MUST enter the four digit year (example: September 1994, NOT September 94). Check chapter 1, AR 340-15.

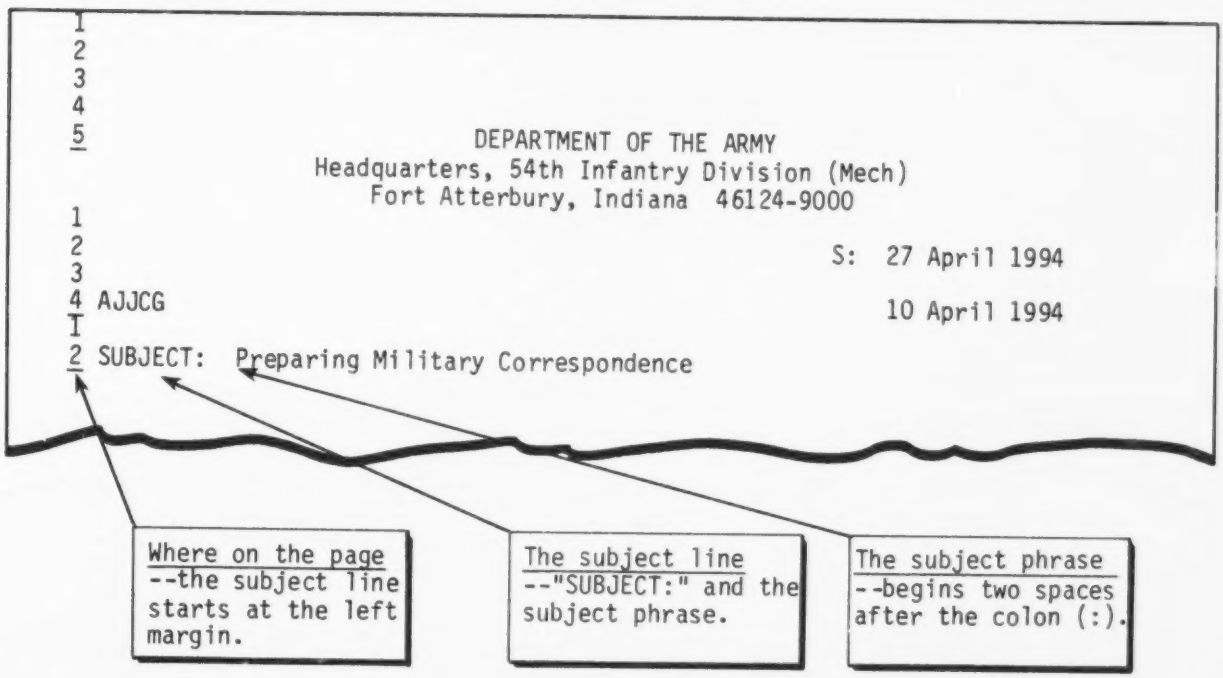
The rules for the date also apply to the suspense date, but the suspense date MUST start with a capital "S" followed by a colon (:) and then (2) spaces as shown above.

The next part of the heading is the SUBJECT LINE. The subject line tells the reader what the military letter is about.

Following the colon (:) after the word SUBJECT is the subject phrase of the letter. The subject phrase begins two (2) spaces after the colon.

The word "SUBJECT" is ALWAYS in uppercase letters. The subject phrase is ALWAYS in upper and lower-case letters.

How far down the page
--the subject line is two lines below the office symbol.



Where on the page
--the subject line starts at the left margin.

The subject line
--"SUBJECT:" and the subject phrase.

The subject phrase
--begins two spaces after the colon (:).

TEC LESSON

The last element of the heading of a military letter is the ADDRESS of the organization to which the letter is being sent.

How far down the page --four lines below the SUBJECT line.	Where on the page --starting at the left margin (one inch from the edge of the paper).

1
2
3
4
5 DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000

1
2 S: 27 April 1994
3
4 AJJCG 10 April 1994
1
2 SUBJECT: Preparing Military Correspondence
1
2
3
4 Commander
Headquarters, 4th Infantry Division
Fort Carson, Colorado 80913-5000

There is one common variation to the basic address. The ATTENTION LINE gets the letter to a specific office or person, when, just sending the letter to an organization is not a sufficient. The ATTENTION LINE is placed on the third line of the address starting at the left margin. See the example below.

How far down the page	Where on the page
--Six lines below SUBJECT.	--Starting at the left margin.

SUBJECT: Use of Attention Lines
1
2
3
4 Commander
5 Oakland Army Base
6 ATTN: AXYBZ
Oakland, CA 94626-5000

How to write the attention line
--Insert the abbreviation ATTN: (for ATTENTION) between the name of the agency or unit and the geographical location. ATTN should be all capital letters and followed by a colon (:). Two spaces after the colon, identify the specific office the letter is going to by using the office symbol.

RECAP - HOW TO WRITE/FORMAT THE ADDRESS

The address is written/formatted as follows:

1. FIRST LINE - The title of the person who heads the organization, command or installation, usually "Commander."

2. SECOND LINE - The full organization, command or installation designation.

3. THIRD LINE - The ATTENTION LINE, if used.

4. FOURTH LINE - The geographical location of the unit, to include ZIP Code.

TEC LESSON

Remember, you need to put each part of the heading of the military letter in the right place on the page and in the right format. To help you do this, you might want to ask yourself the following questions:

1. How far down the page does each element go?

2. Where on the page does each element go: the left side, the right side, centered in the middle of the page?

3. How is this part of the heading written? Is there any special arrangement of words? Is any special punctuation or capitalization required?

Where do you go to find the answers to the three questions above? Use Chapter 2, AR 340-15. Look at the figures. They show you exactly what a heading should look like.

Now you are ready to prepare headings yourself. Take Practice Exercise 1 on the next page.

PRACTICE EXERCISE 1

Below you have two sets of information for headings. For each set of information, prepare a heading for a military letter.

Put each letterhead on a separate sheet of paper. You will be adding other parts of the military letter to these worksheets as you go through this lesson.

Exercise A:

LETTERHEAD:	DEPARTMENT OF THE ARMY, Headquarters, Third U.S. Army, Fort McPherson, Georgia 30330-5000
OFFICE SYMBOL:	EJEEG-A
TODAY'S DATE:	5 April 1994 (Same date the letter will be signed)
SUSPENSE DATE:	17 April 1994
SUBJECT:	Report of RVN Military Decorations
ADDRESSEE:	Commander, Headquarters 54th Infantry Division (Mech), ATTN: AJJAG, Fort Atterbury, Indiana 46124-9000

Exercise B:

LETTERHEAD:	DEPARTMENT OF THE ARMY, Headquarters, 9th Infantry Division, Fort Lewis, Washington 98433-5000
OFFICE SYMBOL:	ATGT-RW
TODAY'S DATE:	4 Feb 94 (Same date the letter will be signed)
SUSPENSE DATE:	None
SUBJECT:	Weekly PT Program
ADDRESSEE:	Commander, U.S. Army Soldier Support Center, Fort Benjamin Harrison, Indiana 46216-5000

When you have completed your HEADINGS, compare your work with the SOLUTIONS on the next page.

SOLUTIONS TO PRACTICE EXERCISE 1

Solution A:

```
      1
      2
      3
      4
      5                    DEPARTMENT OF THE ARMY
      6                 Headquarters, Third U.S. Army
      7               Fort McPherson, Georgia  30330-5000
      8
      9                                          S:  17 April 1994
     10                                                          1"
     11 EJEEG-A                                      5 April 1994
     12
1"   13 SUBJECT:  Report of RVN Military Decorations
     14
     15
     16
     17 Commander
     18 Headquarters, 54th Infantry Division (Mech)
     19 ATTN:  AJJAG
     20 Fort Atterbury, Indiana  46124-9000
```

Solution B:

```
      1
      2
      3
      4
      5                    DEPARTMENT OF THE ARMY
      6                 Headquarters, 9th Infantry Division
      7                  Fort Lewis, Washington  98433-5000
      8
      9
     10
     11 ATGT-RW                                          4 Feb 94  1"
     12
1"   13 SUBJECT:  Weekly PT Program
     14
     15
     16
     17 Commander
     18 U.S. Army Soldier Support Center
     19 Fort Benjamin Harrison, Indiana  46216-5000
```

The headings you prepared should match these.

CHECK:
1. Placement of elements down the page
2. Placement of elements along the center and right and left margins
3. Capitalization and punctuation

Note: Save your worksheets; you will be using them in other Practice Exercises.

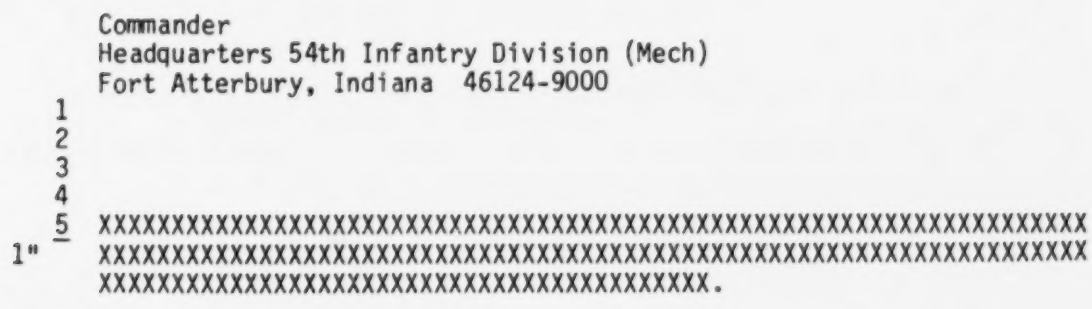
BODY

Now you are ready to prepare the text or BODY of a military letter.

Read the bodies of the letters in Chapter Two of AR 340-15.

The body of a military letter consists of paragraphs and subparagraphs. If you are given a military letter to prepare that has only one paragraph:

HOW far down the page	Where on the page
--the body is 5 lines below the last line of the address.	--start the body at the left margin.



Rule - When a military letter contains only one paragraph, regardless of length, use single spacing and do not number it. However, if such a paragraph contains subparagraphs, double space between the subparagraphs, as shown below.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXX.

a. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

b. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

TEC LESSON

If the military letter you are preparing has more than one paragraph:

How far down the page --five lines below last line of address.	Where on the page --double-space between paragraphs.

Commander
Headquarters, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9000
1
2
3
4
5 1. XXXX

In addition to paragraphs, the military letter you are given to prepare may be further broken down into subparagraphs and even sub-subparagraphs.

As in an outline, each paragraph is identified by number or letter. Subparagraphs use small letters, then numbers in parentheses ( ), then small letters in parentheses as shown below:

1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

    a. XXXXXXXXXXXXXXXXXXXX

TEC LESSON

Rule: The first subdivision of a paragraph is indented 4 spaces from the margin.

1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

    a. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX.

Rule: All succeeding lines for divisions of paragraphs begin on the left margin.

    b. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX.

        (1) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX.

        (2) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Rule: Additional subparagraphs are indented 4 spaces from the sub-paragraph that they are part of.

If you understand how to prepare the body of a military letter, turn to Practice Exercise 2 and begin.

PRACTICE EXERCISE 2

Below are the bodies of two military letters. Put them in the proper format on the same worksheets you used for Practice Exercise 1. (Body A goes with heading A; body B with heading B.)

EXERCISE A:

Paragraph 1: Request report of Vietnam Service Medal recipients assigned your command in the format enclosed.
Paragraph 2: This information will be included in a DA report.
Paragraph 3: Reply not later than 17 April 1994.

EXERCISE B:

Paragraph 1: A test of the new Department of the Army Physical Readiness Training program will begin at this installation on 2 March 1994. The following groups will be included in the test:

a. Males over 40 years of age.
b. Males under 40 years of age.
c. Females under 30 years of age.
d. Females over 30 but under 40 years of age and with more than 8 years active federal service.

Paragraph 2: Request you send a representative to observe the program.

If you have trouble, look at one of the sample military letters in Chapter 2, AR 340-15.

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 2

Exercise A:

DEPARTMENT OF THE ARMY
Headquarters, Third U.S. Army
Fort McPherson, Georgia 30330-5000

S: 17 April 1994

AJAAG-A

5 April 1994

SUBJECT: Report of RVN Military Decorations

Commander
Headquarters, 54th Infantry Division (Mech)
ATTN: AJJAG
Fort Atterbury, Indiana 46124-9000

1. Request report of Vietnam Service Medal recipients assigned your command in the format enclosed.

2. This information will be included in a DA Report.

3. Reply not later than 17 April 1994.

Check:

1. The first line of paragraph 1 begins on the fifth line below the last line of the address (line 25).

2. Each paragraph is numbered.

3. Each paragraph begins at the left margin.

4. There is one blank line between each paragraph.

If you made any errors, review this portion of the lesson before continuing.

SOLUTIONS TO PRACTICE EXERCISE 2

Exercise B:

DEPARTMENT OF THE ARMY
Headquarters, 9th Infantry Division
Fort Lewis, Washington 98433-5000

ATGT-RW 4 Feb 94

SUBJECT: Weekly PT Program

Commander
U.S. Army Soldier Support Center
Fort Benjamin Harrison, Indiana 46216-5000

1. A test of the new Department of the Army Physical Readiness Training program will begin at this installation on 2 March 1994. The following groups will be included in the test:

   a. Males over 40 years of age.

   b. Males under 40 years of age.

   c. Females under 30 years of age.

   d. Females over 30 but under 40 years of age and with more than 8 years active federal service.

2. Request you send a representative to observe the program.

TEC LESSON

Remember:

- Begin the body five lines below the address (line 24).
- Number/letter paragraphs and subparagraphs.
- Single-space within paragraphs and subparagraphs, double-space between paragraphs and subparagraphs.
- Begin 2nd, 3rd, and additional lines of paragraphs and subparagraphs at the left margin.

If you made mistakes on the BODIES of the MILITARY LETTERS you prepared, correct them and make sure you understand what you did wrong before you go on with this lesson.

If, AND ONLY IF, you prepared the preceding body of the military letter with little difficulty, proceed to the next part of this lesson. If you had difficulty with the body of the letter, review the material on pages 17 through 20 and AR 340-15 before continuing on with this lesson.

CLOSING

Now that you understand the heading and body of the basic military letter, you need to wrap it up with the CLOSE, which can consist of four parts:

1. Authority Line
2. Signature Block
3. Enclosure Listing
4. Information Copy Listing

THE AUTHORITY LINE - You will not need it on every military letter. See Chapter 9 of AR 340-15 to find out when it is used. The authority line is written in all capital letters, followed by a colon.

How far down the page	Where on the page
--the authority line is two lines below the last line of the body.	--the authority line starts at the left margin.

XXXXXXXXXXXXXXX.

2. Xxxx

TEC LESSON

THE SIGNATURE BLOCK identifies the person signing the letter.

How far down the page
--five lines below the last line of text if there is no authority line. When there is an authority line, as in the example, it goes five lines below it.

Where on the page
--start at the middle of the page and type to the right.

FOR THE COMMANDER:
1
2
3
4
5

THOMAS F. ELIAS
MAJ, AG
Secretary General Staff

How to write it: Use three lines for the signature block.

The first line consists of the signer's name all in capital letters.

The second line has the signer's rank followed by a comma (,) and the signer's branch of the Army. The rank may either be abbreviated in capital letters or spelled out in upper and lower-case letters. The branch will be abbreviated IAW AR 310-50.

The third line is the title or position of the signer. This must be spelled out in upper and lower-case letters.

Note:
If you want more detailed information about the signature block, see Chapter 9, AR 340-15.

If there are other documents which are to be attached to the military letter (these attachments are called enclosures), then you will need an ENCLOSURE LISTING.

How far down the page	Where on the page
--on the same line as the first line of the signature block.	--start the Enclosure Listing at the left margin.

2 Encls
1. Ltr AJJCH 15 Jan 94
2. Ltr AJJGC 12 Jan 94

THOMAS F. ELIAS
MAJ, AG
Secretary General Staff

How to write it: First write the number of enclosures--use "Encl" as the abbreviation for Enclosure.

When the enclosures attachments are identified in the body of the correspondence, account for them by indicating the total number, e.g.:

2 Encls

If there is only one enclosure or attachment to a military letter, do not use a number to indicate this, e.g.:

Encl

When enclosures or attachments are not identified in the body of the correspondence, account for them by indicating the total number, listing each by number when there are two or more, and describe each briefly, e.g.:

2 Encls
1. Ltr AMPC 3 Mar 94
2. Ltr USATC 6 Mar 94

When there is only one enclosure or attachment not identified in the body of the correspondence, account for it without a number, e.g.:

Encl
AR 340-15

TEC LESSON

The last element you might have in the closing is a COPIES FURNISHED or information copy listing. This listing is used if copies of the letter are to be given to people other than the addressee for information purposes.

How far down the page
--two lines below the lowest line in the letter (in this case, both the enclosure block and signature block have three lines).

Where on the page
--start at the left margin.

2 Encls
1. Ltr AJJCH 15 Jan 94
2. Ltr AJJCG 12 Jan 94

THOMAS F. ELIAS
MAJ, AG
Secretary General Staff

1
2 CF (wo/encls):
Director of Community Affairs

How to write it: Use the capital letters "CF" (meaning copies furnished) followed by a colon. Below CF:, write the title, office, or address of the people to whom copies are being furnished.

If there are enclosures contained in the correspondence, you must indicate whether the enclosures are also supplied with the furnished copies. Following the CF, write (wo/encls) for "without enclosures" or (w/encls) for "with enclosures." In this case, put the colon after the parentheses.

You now have all the information you need to prepare the closing of a military letter. Try doing Practice Exercise 3 on the next page. You may use AR 340-15 to help you.

PRACTICE EXERCISE 3

Below are the CLOSINGS for two military letters. Put these in the proper format using the same worksheets you used for Practice Exercises 1 and 2.

Exercise A:

AUTHORITY LINE: for the commander

SIGNATURE BLOCK: JOHN T. PAYNE, CPT, AG, Deputy Adjutant General

ENCLOSURE LISTING: Encl

COPIES FURNISHED

(wo/encls): AJAGP

Exercise B:

SIGNATURE BLOCK: FRANK B. WILSON, Major General, USA, Commanding

ENCLOSURE LISTING: 2 Encls - PT TEST PROGRAM OUTLINE; LTR AJAADG 2 Nov 93

COPIES FURNISHED

(w/encls): Cdr, TRADOC

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 3

Exercise A:

DEPARTMENT OF THE ARMY
Headquarters, Third U.S. Army
Fort McPherson, Georgia 30330-5000

S: 17 April 1994

AJAAG-A 5 April 1994

SUBJECT: Report of RVN Military Decorations

Commander
Headquarters, 54th Infantry Division (Mech)
ATTN: AJJAG
Fort Atterbury, Indiana 46124-9000

1. Request report of Vietnamese Medal recipients assigned your command in the format enclosed.

2. This information will be included in a DA Report.

3. Reply not later than 17 April 1994.

FOR THE COMMANDER:

Encl

JOHN T. PAYNE
CPT, AG
Deputy Adjutant General

CF (wo/encl):
AJAGP

SOLUTIONS TO PRACTICE EXERCISE 3

Exercise B:

DEPARTMENT OF THE ARMY
Headquarters, 9th Infantry Division
Fort Lewis, Washington 98433-5000

ATGT-RW 4 Feb 94

SUBJECT: Weekly PT Program

Commander
U.S. Army Soldier Support Center
Fort Benjamin Harrison, Indiana 46216-5000

1. A test of the new Department of the Army Physical Readiness Training program will begin at this installation on 2 March 1994. The following groups will be included in the test:

a. Males over 40 years of age.

b. Males under 40 years of age.

c. Females under 30 years of age.

d. Females over 30 but under 40 years of age and with more than 8 years active federal service.

2. Request you send a representative to observe the program.

2 Encls
1. PT Test Program Outline
2. Ltr AJAADG 2 Nov 93

FRANK P. WILSON
Major General, USA
Commanding

CF (w/encls):
Cdr, TRADOC

SELF-EVALUATION EXERCISE

The Self-Evaluation Exercise gives you a chance to see if you can do the job of preparing a basic military letter. Your performance on the Self-Evaluation Exercise also tells you whether you are ready to take the Posttest for this lesson.

If you know how to type, you will type your answers. If you do not know how to type, you will handwrite your answers.

SELF-EVALUATION: Using the information given below, prepare the military letters in the correct format.

Exercise 1:

ORIGINATOR: Headquarters, Fort Greely, Fort Greely, Alaska 99737-5000

CURRENT DATE: January 14, 1994

SUSPENSE DATE: Current date plus 5 days

OFFICE SYMBOL: AFZH-FE

SUBJECT: Wood Fuel for Heating

ADDRESS: Commander, 1st Engineer Battalion, Fort Greely, Alaska 99737-5001

SIGNED BY: William E. Johnson, COL, AG, Deputy Installation Commander

BODY:

1. There is a supply of green oak and pine on hand in the woodyard near the Southern Pacific Railroad Yard. There are also large quantities of dry blocks and scrap lumber.

2. In order to conserve the supply of dry wood, your organization will accept 50 percent of the wood requirements in the form of green oak and pine, and 50 percent in the form of dry wood, consisting of the blocks and scrap lumber.

3. Remove the wood from the present site without delay.

Exercise 2:

ORIGINATOR: Headquarters, 54th Signal Battalion, 21st Support Brigade 6th Infantry Division, Fort Lee, Virginia 22221-5000

OFFICE SYMBOL: AFZH-SFG

CURRENT DATE: 15 January 1994

SUBJECT: Lost Baggage

ADDRESS: Commander, Headquarters, 54th Infantry Division (Mech), ATTN: AJJTC, Fort Atterbury, Indiana 46124-9210

COPY FURNISHED: Transportation Officer, Ft Lee, VA 22221-5000

SIGNED BY: Kenneth G. Arkwright, CPT, SC, Adjutant

BODY:

1. The baggage belonging to SSG James R. Hunt, 249-74-3586, of this signal group has not arrived.

2. This baggage consists of:

   a. One foot locker, claim check number R 35-07-91.
   b. One duffel bag, claim check number R 35-08-92.

3. SSG Hunt turned his baggage in to the Transportation Officer at Fort Atterbury, IN on 22 December 1993.

4. Request that a search be made for his baggage, and that a reply be furnished this unit as soon as possible.

ANSWERS TO SELF-EVALUATION EXERCISE

Exercise 1:

DEPARTMENT OF THE ARMY
Headquarters, Fort Greely
Fort Greely, Alaska 99737-5000

S: 19 January 1994

AFZH-FE

14 January 1994

SUBJECT: Wood Fuel for Heating

Commander
1st Engineer Battalion
Fort Greely, Alaska 99737-5001

1. There is a supply of green oak and pine on hand in the woodyard near the Southern Pacific Railroad Yard. There are also large quantities of dry blocks and scrap lumber.

2. In order to conserve the supply of dry wood, your organization will accept 50 percent of the wood requirements in the form of green oak and pine, and 50 percent in the form of dry wood, consisting of the blocks and scrap lumber.

3. Remove the wood from the present site without delay.

FOR THE COMMANDER:

WILLIAM F. JOHNSON
COL, AG
Deputy Installation Commander

Exercise 2:

DEPARTMENT OF THE ARMY
Headquarters, 54th Signal Battalion, 21st Support Brigade
Fort Lee, Virginia 22221-5000

AFZH-SFG 15 January 1994

SUBJECT: Lost Baggage

Commander
Headquarters, 54th Infantry Division (Mech)
ATTN: AJJTC
Fort Atterbury, Indiana 46124-9210

1. The baggage belonging to SSG James R. Hunt, 249-74-3586, of this signal group has not arrived.

2. This baggage consists of:

a. One foot locker, claim check number R 35-07-91.

b. One duffel bag, claim check number R 35-08-92.

3. SSG Hunt turned his baggage in to the Transportation Officer at Fort Atterbury, IN on 22 December 1993.

4. Request that a search be made for his baggage, and that a reply be furnished this unit as soon as possible.

FOR THE COMMANDER:

KENNETH G. ARKWRIGHT
CPT, SC
Adjutant

CF:
Transportation Office, Ft Lee, VA 2221-5000

(Page 36 is intentionally left blank.)

DEPARTMENT OF THE ARMY (1)
Headquarters, 54th Infantry Division (Mech) (2)
Fort Atterbury, Indiana 46124-9000

(7) (3) S: 10 February 1994 (4)
(5) 31 January 1994 (6)

AJJCG (8)

SUBJECT: Request for Signature (9)

(10)
Commander
62d Medical Group
Fort Lewis, WA 98433-5000

(11)

(12) 1. Request the signature of SP4 Rex H. Durbin, 414-44-3369, on the
(13) attached Statement of Charges.

2. The property listed on the Statement of Charges was lost by SP4 Durbin while he was assigned to the 54th Signal Battalion.

3. In the event that SP4 Durbin does not sign the Statement of Charges, notify this headquarters and a Report of Survey will be initiated.

FOR THE COMMANDER: (14)

(16)
Encl (15) (17) C. F. MITTEN
MAJ, AG
(18) Deputy Adjutant General

1" (19) (20) 1"

PRETEST/POSTTEST ANSWER KEY

Each part of an answer has a value of one point. The total possible score is 20 points. A passing score is 17 points or more. Points are awarded as indicated on page 38.

PRETEST/POSTTEST ANSWER KEY

Note: Award points as indicated.

1. Student must have correct spacing for the letterhead. Five lines from the top of the page and centered on the page. (1)

2. The letterhead must be in the correct format. (1)

3. The suspense date is two lines below the letterhead. (1)

4. The military date is used. (1)

5. The date is two lines below the suspense date. (1)

6. The military date is used. (1)

7. The office symbol must be four lines below the letterhead. (1)

8. The office symbol must begin at the left margin. (1)

9. The subject line must be two lines below the office symbol starting at the left margin with the word "SUBJECT" in all capital letters. (1)

10. The "TO ADDRESS" must be four lines below the subject line positioned correctly. (1)

11. The body must start 5 lines below the "TO ADDRESS." (1)

12. Each paragraph must be numbered. (1)

13. The body must be single spaced with double spacing between paragraphs. (1)

14. The authority line must begin 2 lines below the body in all capital letters. (1)

15. The enclosure listing must begin 5 lines below the authority line in the format as shown. (1)

16. The signature block must start five lines below the authority line starting at the center of the page. (1)

17. The first line of the signature block must be in all capital letters. (1)

18. The second and third lines of the signature block must be in the correct format. (1)

19. The right margin must be one inch. (1)

20. The left margin must be one inch.. (1)

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